

DETERMINATION OF AN ORGANISATION'S ELIGIBILITY FOR FINANCIAL ASSISTANCE

Overview of Process

A determination of an organisation's eligibility to receive funding from the Ministry of Social Development, Department of Youth and Culture will be made based on the organisations performance in the accreditation process. There are three levels that an organisation can qualify as. These are Level One – Accredited (Basic) and Level Two - Accredited (Organisation of Merit) and Level Three – Accredited (Organisation of Distinction). The process is comprised of four phases that are designed to ensure that the evaluation process is transparent and collaborative.

Rationale for Accreditation

The accreditation process is designed to:

- Ensure that MSD-DYC is providing funding to well managed organizations that are capable of delivering quality outcomes in recognised priority areas.
- Minimise the risk associated with providing financial support to organisations or agencies that fall outside of MSD-DYC management and financial accounting systems.
- Guarantee a degree of openness, transparency and accountability in the award and management of public funds.
- Provide MSD-DYC with a better understanding of the operations of organisations.
- Afford organisations a tool to evaluate and further develop their capacity.
- Provide donor agencies, particularly those in the private sector, with a tool to assess the capacity of organisations to deliver on stated outcomes when requesting funding.
- Recognise and award best practices among organisations.

Phases

The accreditation process is comprised of four (4) phases:

Phase I: Submission of organization profile

Profiles are to be submitted by organisations using the specified format and within the specified timeframe. This phase is initiated by MSD-DYC through the issuance of a call for organisations to submit the required profiles. The call will issued be during the final quarter of each year.

Phase II: Prequalification

This phase will be conducted by a team from the Department of Youth and Culture. It will evaluate the organisation's profile against a base set of indicators to determine whether the organisations identity, structure, philosophies, management practices and programming coincide with the values and support the mission of MSD-DYC.

Phase III: Participatory Evaluation

This phase will entail the joint evaluation of the organisation by a team from MSD-DYC and representatives of the organisation. It will involve the review of documents, procedures, policies against the full set of weighted indicators as articulated in the accreditation framework.

Phase IV: Determination of Status

The final determination of status will be made by the MSD-DYC team. The level attained by the organisation will be based on the achievement of a particular score in each weighted area. If successful, organisations will be issued with a certificate indicating the organisations status. All organisations must be able to demonstrate compliance with each indicator designated as Core in order to achieve Basic Compliance.

The Accreditation Framework

Levels of Accreditation

Three determinations will be made as it relates to the organisation's status. These are:

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|--|---------------------|
| a. Accredited – Organisation of Distinction | 20-25 Points |
| b. Accredited – Organisation of Merit | 10-19 Points |
| c. Accredited | 9 Points |

An organisation that has not met the required standards for accreditation or that has not been through the process will be deemed unaccredited for the purposes of receipt of funding from MSD-DYC.

The maximum amount of funding that the organisation is eligible to receive is based on the organisation's level of accreditation. The limits are as detailed as follows:

Accredited	Maximum \$ 2,500
Accredited - Organisation of Merit	Maximum \$ 10,000
Accredited - Organisation of Distinction	Maximum \$ 15,000

Requests for funds in excess of \$ 15,000

Requests for funds that fall outside of these limits will be addressed on an individual basis taking into consideration the particulars of the project or programme to be funded. Requests in this category will only be entertained from organisations that meet the requirements for Organisation of Distinction

General Note

It should also be noted that eligibility to receive a particular amount does not guarantee receipt of the maximum amount of funds. This determination will be made by the Ministry of Social Development, Department of Youth and Culture based on the particulars of the project or programme to be funded.

The Criteria

The criteria for the accreditation of youth organization and organization involved in youth development work will be based on the following:

1. Organisation Identity and Structure
2. Principles, Values, Management Practices and Programming
3. Linkages with the Community
4. Financial Systems and Risk Management

The criteria, including subgroups and weighting and core designation are detailed in Tables 1, 2, 3 and 4.

TABLE 1: ORGANISATION IDENTITY AND STRUCTURE

<i>Criteria</i>	<i>Indicators</i>	<i>Possible Verifiers</i>	<i>Core</i>	<i>Weight</i>
Organisation is Voluntary	The governing body is drawn from the general membership.	Clauses in constitution or other governing document	Core	1
	Office holders are not remunerated for their services.	Policy on election or appointment of management team.		
Organisation is Non-profit	Funds are applied solely for the achievement of the organisation's objects; surplus funds are not redistributed among members.	Clauses in constitution or other governing document.	Core	1
		Financial Records detailing expenditure.		
Organisation is Non-Governmental	It is not formally part of any government institution or department.	Clauses in constitution or other governing document	Core	1
	Its governance is independent from any government institution that it is affiliated.	Policy on election or appointment of management team.		
	No government institution or department can appoint the majority of its board.			
The Organisation is a legal entity	The organisation is registered or incorporated under the relevant laws of Anguilla or constituted by an act of the House Assembly	Certificate of incorporation or registration, or copies of relevant legislation or regulations	Core	1
The organisation has democratic structures in place	The roles and responsibilities of the governing body are documented	Clauses in constitution or other governing instrument.	Core	1
	Processes exist and are utilised that make governing members accountable to the membership.	Elections, Minutes of General meetings, governing body meetings, published annual reports and financial statements.		

TABLE 2: PROGRAMMING PRINCIPLES AND MANAGEMENT PRACTICES

<i>Criteria</i>	<i>Indicators</i>	<i>Possible Verifiers</i>	<i>Core</i>	<i>Weight</i>
The organization has a record of undertaking activities that are consistent with the Mission of the Ministry of Social Development, Department of Youth and Culture	The organisations track record.	Organisational records and independent sources.	Core	1
	The organisation has Goals/Objectives/Mission	Project/programme proposal/design.		
		Constitution, Strategic plan or other guiding document		
The organisation has principles and values that are not in conflict with those of Ministry of Social Development, Department of Youth and Culture.	The organisations principles and values are reflective of current good practice and include themes such as those included in the Department of Youth and Culture Strategic Plan Framework.	As documented in guiding instrument, programme or project design/proposals.	Core	1
The organisation monitors', reports' and rates' effectiveness of projects or programmes.	A transparent and verifiable system is used to assess the impact of the organisations activities	Evidence in project/programme documentation of a monitoring and evaluation system.		1
		Documented analysis of program/project of outcomes and impacts as well as activities and outputs.		
The organization has systems for the ongoing development of its management and operations capacity.	Existence of strategic plan or planning process and its regular review	Strategic plan, action plan review meeting minutes.		4
	Mechanisms to ensure continuity of institutional knowledge	Evidence of succession planning (policy or practice)		
	Agency conducts evaluations of project/programmes, operations and management systems	Evidence of communication of decisions and information to membership. Evaluations reports and evidence that findings and recommendations have been addressed.		

TABLE 3: LINKS WITH THE COMMUNITY

<i>Criteria</i>	<i>Indicators</i>	<i>Possible Verifiers</i>	<i>Core</i>	<i>Weight</i>
The organization is clearly identifiable as belonging to the community	The organisation has elements that links it to the community and encourages community ownership	Organisation has the community name or Anguilla in the title of the organisation.	Core	1
The Organisation can demonstrate responsive interaction with the community.	The organisation has mechanisms in place to allow access to the organisations records and decisions, barring any legal constraints.	Evidence of access to minutes and policies by community members or the existence of mechanisms that facilitate access.		3
	Organisation has mechanisms to receive community feedback.	Evidence of responses to queries and suggestions from the community.		
	The agency involves the community in it's various activities	Evidence that the organisation encourages new membership or supporters. Documented community participation in the organisation activities.		
Agency deploys and maintains community support for its projects/programmes	Utilisation of Volunteer support for organisations projects/activities	Evidence of community volunteers engaged in activities.		2
	Agency can raise contributions (a minimum 25% of operational costs a year) from the community. To support its activities.	Record of successful and planned fundraising activities. Organisation's budget or account records		
The organisation has the capacity and a record of ensuring community awareness of its activities and relevant issues.	Evidence of promotion of community involvement in the organisations activities	Formal documented strategy reviewed and approved by governing body for community involvement in activities.		3
	Organisations efforts to promote community awareness of issues in addition to their own promotion.	Evidence of awareness related activities and engagement with community on issues		
	Member of management team responsible for promotion and public relations	Organisation's guiding document		

TABLE 4: FINANCIAL SYSTEMS AND RISK MANAGEMENT

<i>Criteria</i>	<i>Indicators</i>	<i>Possible Verifiers</i>	<i>Core</i>	<i>Weight</i>
Agency has appropriate financial systems for management of funds.	Documented policies, systems and processes for accounting for and management of funding.	Evidence of policies or systems such as budgets, accounts and ledgers; policies addressing procurement of goods and services and cash management.	Core	1
The organisation has systems in place to assess and manage financial risk which are appropriate to the level of expenditure.	Documented financial risk management strategy and practices.	Evidence of application of financial risk management strategy and practices.		3
	Conduct of financial systems assessments.	Independently audited financial statements.		
		Monitoring system to detect any fraudulent use of funds.		
	Authorization levels for senior personnel including cheque signatory	Documented responsibility of officers.		